



Quality-Certified Training of Farmers on Organic Agriculture

Trainees Handbook

CerOrganic MOLE Platform

<http://cerorganic.moleportal.eu/>



Education and Culture DG

Lifelong Learning Programme

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1 Overview of the CerOrganic MOLE Platform

1.1 What is the CerOrganic MOLE Platform?

The CerOrganic MOLE Platform (<http://cerorganic.moleportal.eu/>) is a multilingual multimedia information system for managing courses, supporting **learning processes** and **learning communities** through the Web. More specifically, the CerOrganic MOLE Platform fosters distance-learning by enabling communication between tutors/trainers and students, cooperation between students and access to coursework information and digital training objects (DTOs). In doing this, the CerOrganic MOLE Platform supports the combination of traditional classroom-based lessons and practical sessions, with self-study and e-learning.

The CerOrganic MOLE Platform is an instance of the MOLE (Multimedia Open Learning Environment) platform, initially developed to support education and organize laboratory processes and learning communities for the needs of the Electronic and Computer Engineering Department of the Technical University of Crete (<http://www.ece.tuc.gr>). The central installation of MOLE is available at: <http://www.moleportal.eu>.

The CerOrganic MOLE instance provides access to an innovative quality-certified training program for professionals in the field Organic Agriculture and can be either accessed from the corresponding link of the central installation given above or directly from: <http://cerorganic.moleportal.eu/> (Figure 1.1).

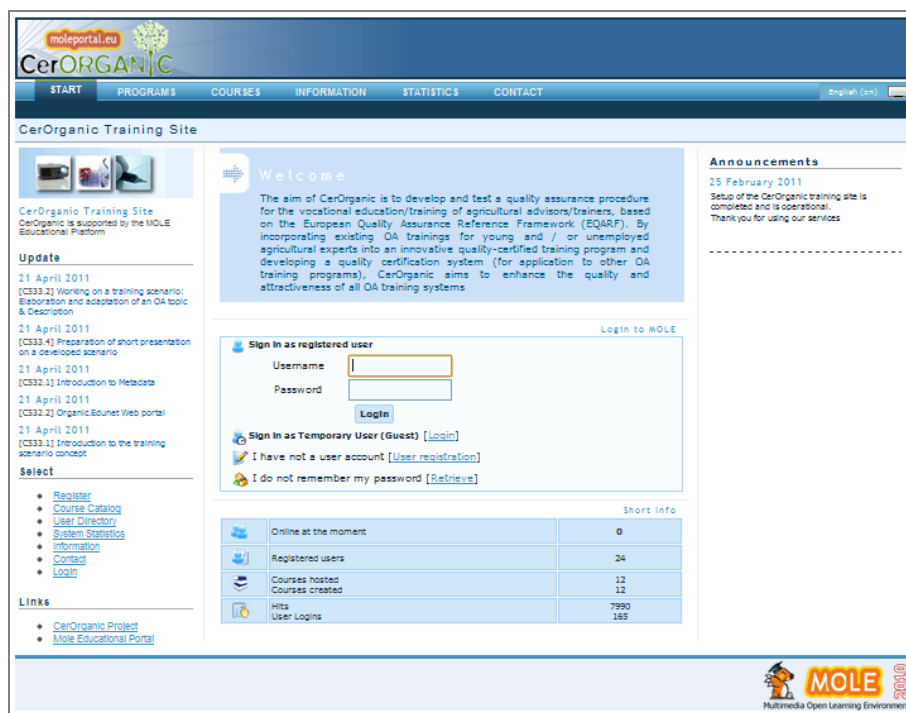


Figure 1.1. CerOrganic MOLE instance

1.2 Why use the CerOrganic MOLE Platform?

The CerOrganic MOLE technological infrastructure provides:

- education support by introducing new technologies
- fast and effective information for learners
- an intuitive environment providing learning services
- effective support of educational communities
- uniform presentation of courses and support of courses series
- presentation of curriculum
- organization of a large volume of digital educational material and search service
- possibility of reusing materials and self-learning
- coverage of individual needs in the educational process
- dynamic presentation of statistics and performance indicators for the courses
- interoperability with other educational systems with the SCORM export feature

Specifically, platform offers a set of services for:

- the organization and management of digital educational content (Lectures, notes, exercises, technical lab material, FAQs etc.)
- informing learners (Announcements, Calendar, literature, personal rating etc)
- learning communities (Mailing lists, live chat rooms, forums, personal messaging, instant messaging, annotation tools)
- supporting educational activities (Registration to courses, formation of lab teams, exercise uploads and deadline management, assessment tests)
- monitoring services (Course usage statistics, class performance indicators)

The technical development of the system was done in such a way as to ensure the following requirements:

- Support for large volumes of information and scalability
- Easy future development of new educational services
- Development of functional graphical user interfaces highly responsive and easy to use
- Development of mechanisms for security of use and data protection

1.3 Types of users on the CerOrganic MOLE Platform

On the CerOrganic MOLE Platform there are several user roles with access to different arrays of management services: *site users*, *course administrators*, *site administrators*.

a. Site users

As a student/learner your role on the CerOrganic MOLE platform is that of Site user with access to the course material and updated information on the progress of the courses that interest you. You have the ability to communicate with other users, create working groups, upload your work on the platform and many other services.

b. Course administrators

Course administrators are the trainers/tutors that will have access to additional management services such as the creation and publication of announcements, sending email to individual or group of users, uploading of documents on the platform and creation of new courses.

c. Site administrators

Site administrators are able to manage training periods by creating or deleting semesters and choose which information services will be active or not. Site administrators are able to approve or reject the creation of new courses; search users, delete or edit their data; approve pending requests for new users and also have the ability to monitor the connections in the system, where information about the user data is displayed, his/her entry time and end time in the system, as well as the pages that were accessed by the user in the system.

The following table summarizes the services available to the three different types of users.

Site user	Course administrator	Site administrator
User Profile Management	User Profile Management	User Profile Management
Personal Messages	Personal Messages	Personal Messages
Users List	Users List	Users List
	Announcements	Announcements
	Email	Email
	Document Management	Document Management
	Course Creation	Course Creation
		Site Settings
		Course Management
		Study Guide Management
		User Management
		Connections Monitoring

Table 1.1. Types of management services

1.4 Your Course Services on the CerOrganic MOLE Platform

As student/learner in the CerOrganic MOLE Platform you have the ability to register in the courses that interest you and access a set of services meant to improve communication and cooperation, to provide better information and remote access to course materials, as well as support and creation of learning communities. For each of your courses, you will have access to the specific services that have been activated by the course tutor, which means that while some courses will provide a wider range of services, others might be limited to a more basic set.

Overall, the following services are available:

- Announcements
- Course Calendar
- E-Mail
- Lectures Management

- Notes Management
- Useful Documents Management
- Documents Presentation
- Annotations
- Lab/Projects
- Exercises Upload
- Discussion Forums
- Chat
- Course/Lab FAQ
- Grades Management and Presentation
- Content Search Service
- References – Useful Links Management
- Assessment Tests
- Scheduling - Reservations
- Course statistics
- Exporting course material to SCORM
- Multimedia Presentations
- Video Conferencing and Collaboration Service

2 How to use the CerOrganic MOLE Platform?

2.1 Register on the platform

In order to start your activity on the CerOrganic MOLE Platform, go to:

<http://cerorganic.moleportal.eu/>

If you do not have an account on the CerOrganic platform, select the *User registration* option (Figure 2.1).

Figure 2.1 User registration

Complete the following categories by providing your Name, Surname, Email Contact, Phone Contact, Username and select *Submit* (Figure 2.2).

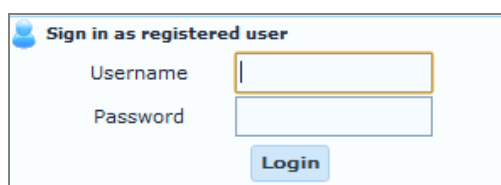
Figure 2.2 User registration application

A first email will be sent to the email account provided, with the following message:

Your application for creating a new account at the CerOrganic MOLE platform has been registered. You will be notified with a new message in this email address for the activation of your account

After your registration request is approved by the administrator of the platform you will receive a second email confirming the activation of your profile.

At this point you are able to log in on the platform using your Username and Password. After your first log in to the platform, the system prompts you to change your password.



Sign in as registered user

Username

Password

Login

Figure 2.3 Sign in

2.2 Your Home page services

Once you have logged in on the CerOrganic MOLE platform you have access to a set of services directly from your homepage. In order to access your Home page, select the *Start* tab.



The screenshot shows the user home page for 'Madalina Ungur'. The top navigation bar includes 'START', 'PROGRAMS', 'COURSES', 'INFORMATION', 'STATISTICS', and 'CONTACT'. The 'START' tab is highlighted. Below the navigation bar, the page is divided into several sections:

- Left Sidebar:** Contains links to 'My Courses', 'My Profile', 'Personal Messages', 'Announcements', 'Forums', 'Live Chat', 'Site Courses', 'Presentation Room', 'User Directory', 'Online Users', 'Connection Log', and 'Logout'.
- Main Content Area:**
 - Courses of Interest:** A table showing a course 'OM4 Organic Agriculture in Sardinia' with a status of 'Pending Registration Approval'.
 - Old Courses:** A section for previously completed courses.
- Right Sidebar:**
 - My Courses:** A summary of the user's course progress, including 'Personal connections' (4), 'Last connection' (02 May 2011, hour:13:13), 'Favorite users connected at this time' (---), and 'Personal messages' (-).
 - Quick Update:** A table showing the number of new announcements, replies, and group/forum messages.

At the bottom, there is a 'Help us improve this Site' section with a link to 'Problem Report'.

Figure 2.4 User Home page

The Home page offers quick access to a series of services on the left side menu such as:

- My Profile
- Personal messages
- Announcements
- Forums

- Live Chat
- Site Courses
- Presentation Room
- User Directory
- Online Users
- Connection Log
- Logout

In the central section information is displayed about your:

- Courses of interest, that are courses you have already registered for and
- Old Courses that you have already completed

The right side menu provides quick updates such as:

- Personal connections
- Last connection
- Favourite users connected at this time
- Personal messages
- Project deadlines
- New announcements in courses
- New replies in course forums
- New replies in group forums
- New replies in general forums

2.3 Edit your Profile

Go to *My Profile* and update information on your personal profile such as:

- Personal info
- Personal page
- Presentation preferences
- Site preferences
- E-mail services

My Profile

Personal Info

Select personal picture
 No file chosen
☐ Delete image

Surname: Ungur
 Name: Madalina
 User No: 1000265
 Email Address: madalina.ungur@gmail.com
 Phone: 6956627520
 User type: SYSTEM
 Username: mada
 Password (password):
 Confirm password:

Personal Page
[View](#) [Edit](#)

Presentation Preferences

Announcements per page: 10
 Digital documents per page: 10
 Personal messages per page: 10
 Forums messages per page: 10
 Users per page: 10

Site Services

Appearance in connected users: ☒
 Enable instant messages: ☒
 Display in public user directory: ☐

E-Mail Services

Course mailing lists: ☒
 By activating the service you authorize the system to send you e-mails about course updates (announcements, new notes, etc.)

Inform me for new personal messages: ☒
 By activating the service you authorize the system to send you e-mails whenever you receive new personal messages

System Messages: ☒
 By activating the service you authorize the system to send you e-mails generated automatically by the system (Reminders, Registration, Deadlines, etc.)

Figure 2.5 My profile

2.4 Interact with other users

The CerOrganic MOLE platform offers you different services to encourage interaction with the other users. In order to check the list of other users of the platform, check the *User Directory* from your Home page.

User Directory

Search
 The surname starts with:

Users (1 to 10 out of 26)

Full Name	Username	Register Date
admin admin	admin	25 February 2011
Arapi Xenia	xenia	10 March 2011
Dimoleni Vanessa	Dimoleni	18 March 2011
Ehlers Ulf	EFQUEL	12 April 2011
Eveline Neubauer	EveNeu	28 April 2011
Fiserova Lenka	Lenka	14 March 2011
Foglar-Deinhardstein Katharina	KatharinaFD	14 March 2011
Georgakakis Andreas	andreas	14 March 2011
Gerhard Plakolm	plakge	11 April 2011
Helmstedt Connie	chelmstedt	14 March 2011

Pages: 1 | 2 | 3 |

Categories

All users
 SYSTEM
[Favorite Users](#)

Figure 2.6 User directory

Read more information about a user by selecting his/her name from the list. If you are looking for some particular user you have a Search by surname service.

Once you have selected a user from the list, you can either send him/her a private message or choose to add the user to your Favourite Users list (Figure 2.7).

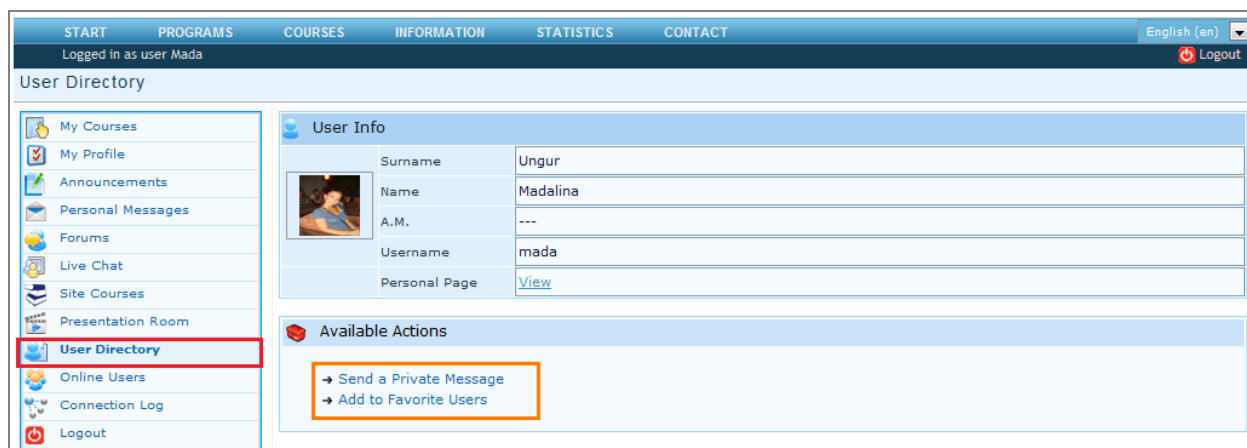


Figure 2.7 User info

Moreover, you can communicate with the other users of the platform by:

i) Sending Personal Messages

Enter the name of the users or select his/her name from the users list and send a private message (Figure 2.8).

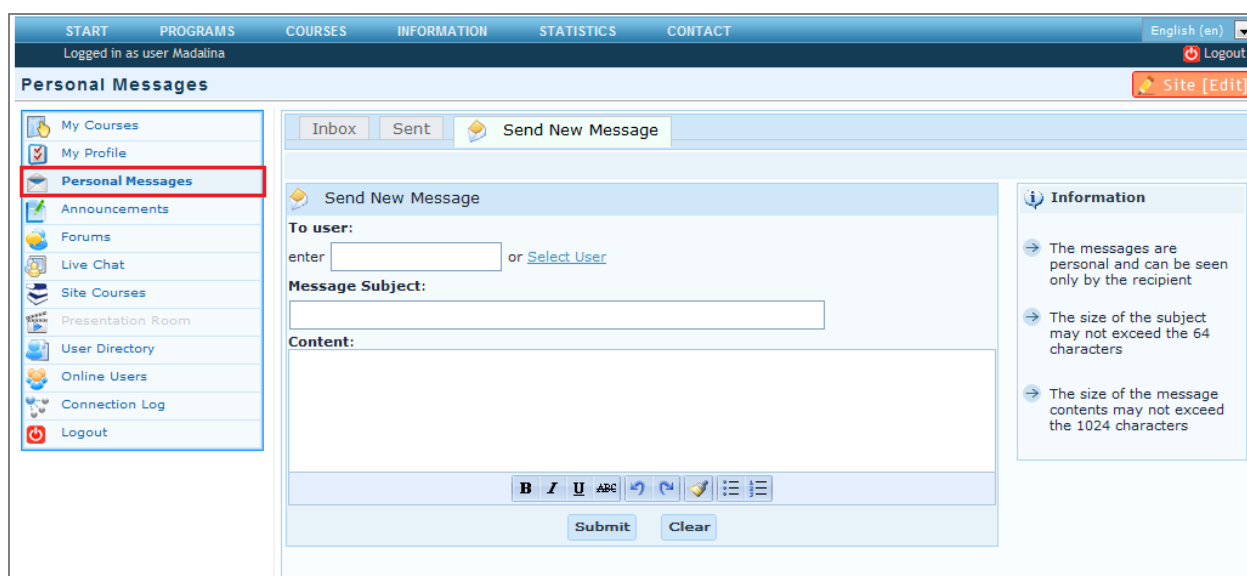


Figure 2.8 New Personal Message

ii) Creating Forum topics

Virtual discussion can be supported. The platform provides a mechanism to support these electronic discussions among users for each course and on several topics (threads), as well as General discussions independent from courses (Figure 2.9).

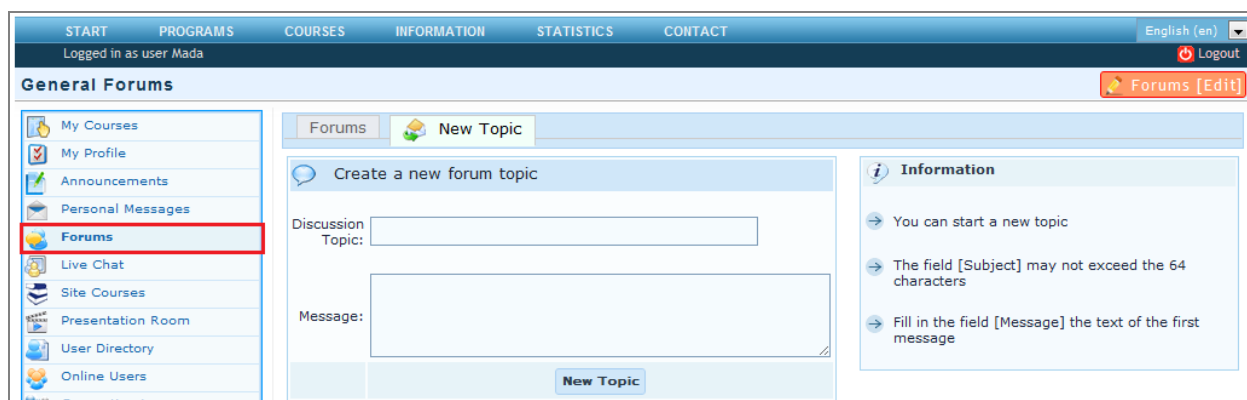


Figure 2.9 New Forum topic

iii) Creating a Chat room

The platform allows users to communicate directly via the live chat. This service allows the creation of chat rooms in which users can be connected and exchange messages in real time (Figure 2.10).

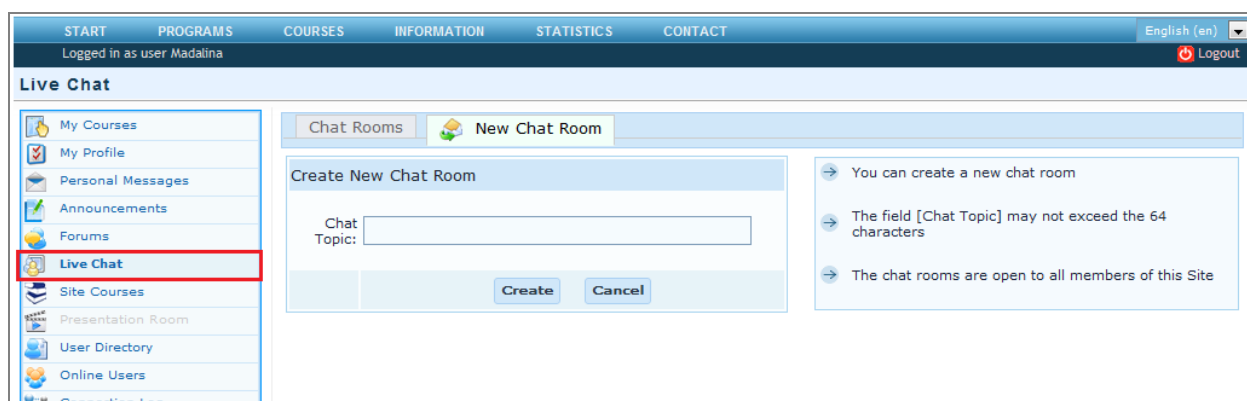


Figure 2.10 New Chat room

iv) Finding online users

Once you check the list of online users, communicate with them by sending an instant message (Figure 2.11).

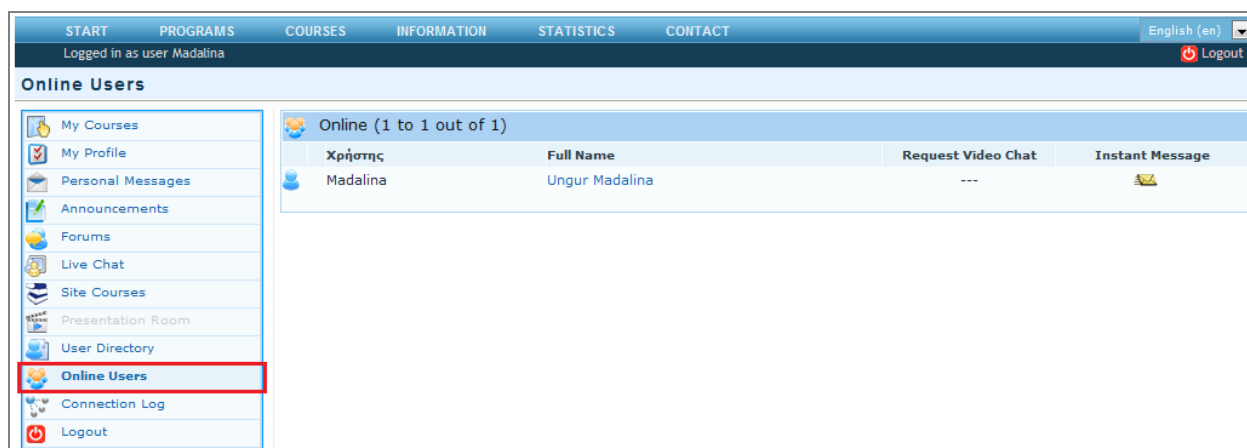
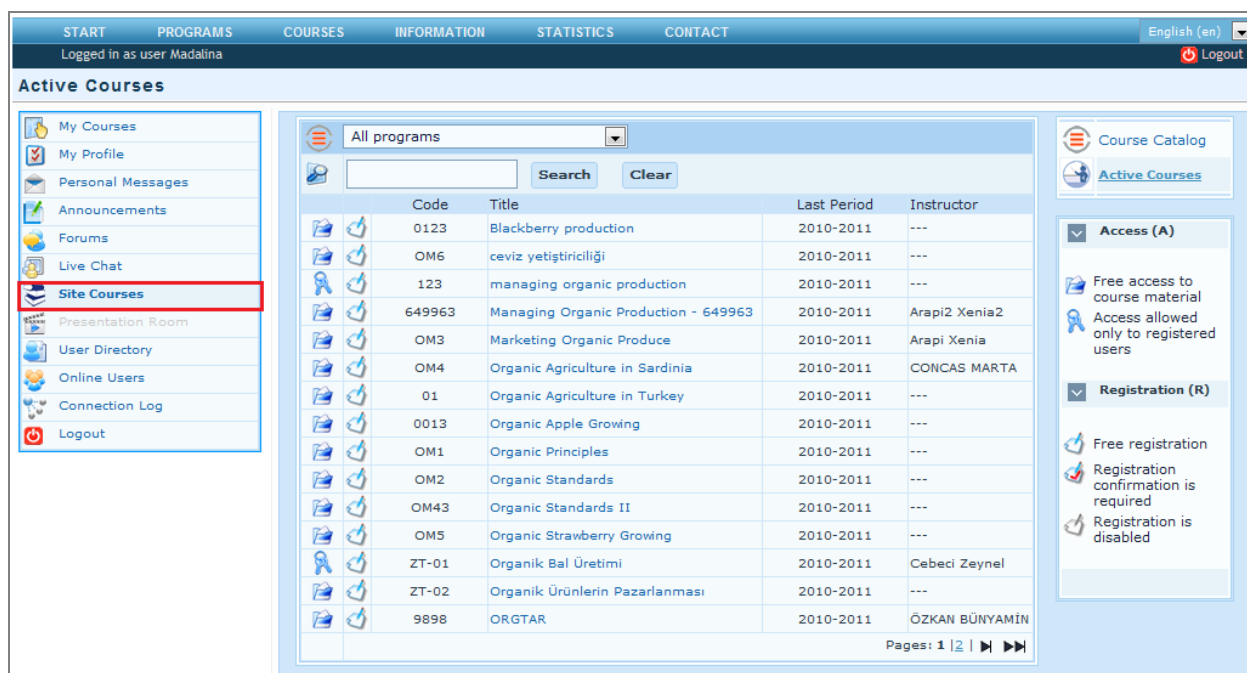


Figure 2.11 Online users

2.5 Select a Course

In order to select a Course on the CerOrganic MOLE platform, go to the *Courses* tab. A list of all the courses available will be displayed. In order to find out more information about each of the courses available, click on the course *Title* (Figure 2.12). If you want you can see the available courses sorted by program, by selecting the appropriate program from the dropbox residing on top of them.



Code	Title	Last Period	Instructor
0123	Blackberry production	2010-2011	---
OM6	ceviz yetiştiriciliği	2010-2011	---
123	managing organic production	2010-2011	---
649963	Managing Organic Production - 649963	2010-2011	Arapi2 Xenia2
OM3	Marketing Organic Produce	2010-2011	Arapi Xenia
OM4	Organic Agriculture in Sardinia	2010-2011	CONCAS MARTA
01	Organic Agriculture in Turkey	2010-2011	---
0013	Organic Apple Growing	2010-2011	---
OM1	Organic Principles	2010-2011	---
OM2	Organic Standards	2010-2011	---
OM43	Organic Standards II	2010-2011	---
OM5	Organic Strawberry Growing	2010-2011	---
ZT-01	Organik Bal Üretimi	2010-2011	Cebeci Zeynel
ZT-02	Organik Ürünlerin Pazarlanması	2010-2011	---
9898	ORGAR	2010-2011	ÖZKAN BÜNYAMİN

Figure 2.12 List of courses

2.6 Register in a course

Once you have browsed the list of courses and discovered the ones that interest you, the next step is to register. You can only Register as long as Registration to the course is *Open* or the registration deadline set is not expired. From the course's main page, select *Register* from the right side menu (Figure 2.13).

When registration is *Open*, your Registration Request is automatically approved. If not, your Registration Request will be sent to the Course administration that has the right to approve it. Once your Request is approved, you can start using the Course services and training materials.



START PROGRAMS COURSES INFORMATION STATISTICS CONTACT English (en) Logout

Logged in as user Madalina

Curso piloto de formación para agricultores profesionales, asesores y capacitadores

Services

- Course Page
- Announcements
- Calendar
- Course Mail
- Digital Content
- Workspaces
- Forums
- Chat
- FAQ
- Search
- My Courses

Periods

- 2010-2011

Catarroja-Piloto - Description

Agricultores actuales y futuros, son los principales destinatarios de los proyectos como Organic.MedNet, Organic.EduNet y muchos otros que implican uso de tecnologías y conceptos educativos en agricultura. El mercado educativo para los futuros agricultores (estudiantes de agricultura) es pequeño y reducido - aunque hay evidencia de que los cursos a distancia están llegando a nuevos estudiantes, a menudo mayores.

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El mercado educativo para los futuros agricultores (estudiantes de agricultura) es pequeño y reducido - aunque hay evidencia de que los cursos a distancia están llegando a nuevos estudiantes, a menudo mayores. La edad media de los agricultores de la UE es de alrededor de 60. Estas personas no están acostumbradas a las nuevas tecnologías y prefieren compartir su propia experiencia y confiar en la retroalimentación entre pares. Por lo tanto, es esencial involucrar a los participantes en todo momento por medio de una serie secuencial y eficaz de técnicas dirigidas a este fin. La experiencia ha demostrado que una 'conferencia' simplemente no alcanza el objetivo de obtener nuevas adopciones al recibir la información. Desarrollar un enfoque que transfiera esa nueva información a los agricultores de una manera que les resulta aceptable, y que como consecuencia les hagan adoptar nuevas tecnologías, es el propósito de este curso.

El objetivo general es ofrecer un curso práctico sobre destrezas pedagógicas para involucrar a aquellos asistentes que a cambio va a impartir cursos a los agricultores.

Περίοδος - 1 2010-2011

Organic.Mednet training en Valencia

Organic Agriculture

Registration confirmation is required

[Register in Course](#)

Registration Deadline: Open

[Course Syllabus](#)

[References - Links](#)

Figure 2.13 Register in course

2.7 Course overview

On the main page of each course you can find the following information available:

On the left side menu

- **Services:** this section includes a list of the course services enabled by the tutor
- **Periods:** this section defines the period that the course is running for



START PROGRAMS COURSES INFORMATION STATISTICS CONTACT English (en) Logout

Logged in as user xenia2

Marketing Organic Produce

Services

- Course Page
- Announcements
- Calendar
- Course Mail
- Digital Content
- Workspaces
- Forums
- Chat
- FAQ
- Rating
- Search
- Assessment
- Reservations
- Presentation Room
- Video Conference
- My Courses

Periods

- 2010-2011

OM3 - Description

The aims of the course are to develop the knowledge and skills which the learner will require to market his / her organic produce. The course is designed to help learners

- understand the concepts and practice of modern marketing methods;
- carry out basic market analysis relevant to their own situation;
- developing a marketing plan to utilise suitable marketing approaches for their organic produce.

The principles are developed through a case study relating to produce of relevance to the learner. The unit provides opportunities to demonstrate key skills in research, communication and problem solving.

2010-09-01 / 2011-08-31

Organic.Mednet OA program

Organic Agriculture

Registration confirmation is required

Your registration has been accepted

[De-register from course](#)

Registration Deadline: 31 May 2011, hour:09:00 (27 days)

[Course Syllabus](#)

[References - Links](#)

Course Access Statistics

NTS

5,000
4,000
3,000
2,000
1,000
0

1,147 1,397 17 7 4,258 162 154

Noe Δεκ Ιαν Φεβ Μαρ Απρ Μαί

Months (2010-09-01/2011-08-31)

Instructor: Charlie Wannop

Support: Xenia Arapi (xenia@ced.tuc.gr)

Figure 2.14 Services and period of the course

In the center if the main page

- **Description:** this section includes an overview of the course, such as information about the aim of the course, the main topics to be covered and the target learner of the course
- **Instructor:** this section presents information about the trainer of the course such as his/her name, affiliation and a short CV



Figure 2.15 Description and Instructor of the course

On the right side menu

- **Program:** information on the program that the course is part of
- **Registration:** the link to the Registration service and information such as registration deadline
- **Course syllabus & references:** additional course materials
- **Statistics:** information on the course access

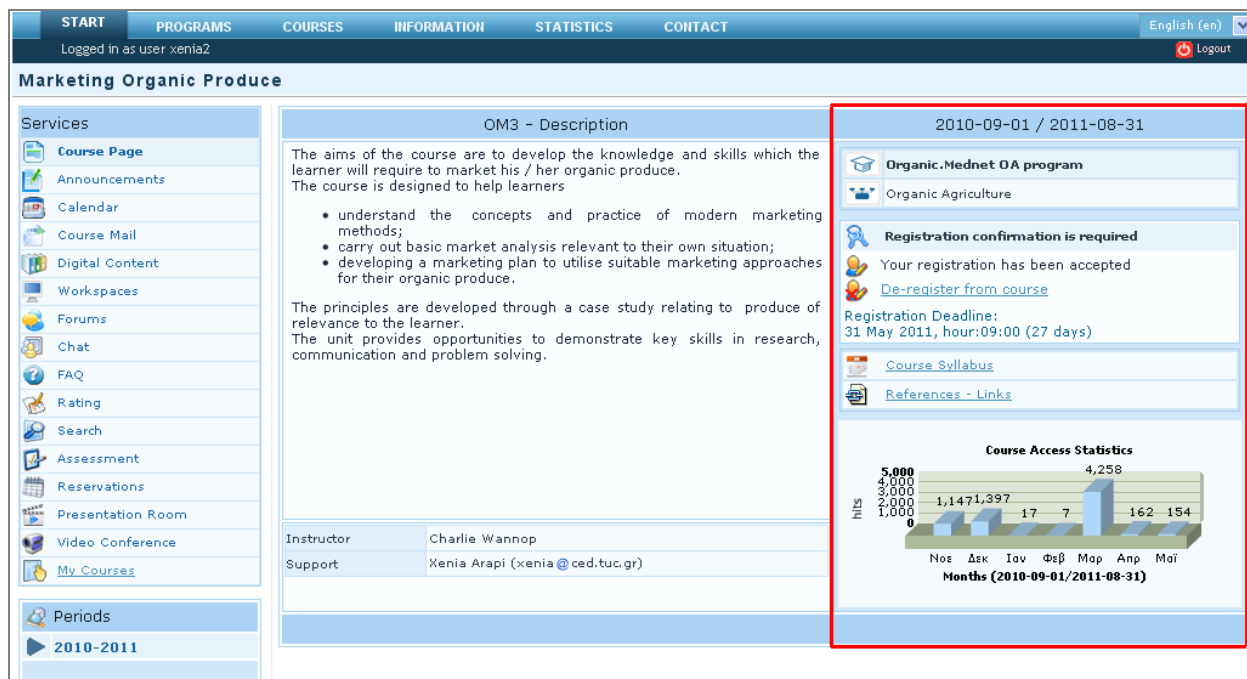


Figure 2.16 Right side menu of the course

2.8 Course services

Once your registration for a course is approved by the Course administrator, you can benefit from the additional course services made available.

2.8.1 Announcements

This service allows you to read and keep track of the announcements for each course. The announcements are created by the Course administrator (tutor) and distributed to the whole list of registered users to the course.

In order to check the announcements for a course, select the Announcement tab from the left side menu (Figure 2.17):

The screenshot shows the CerORGANIC interface for a course titled "Marketing Organic Produce (OM3)". The top navigation bar includes links for START, PROGRAMS, COURSES, INFORMATION, STATISTICS, and CONTACT. The user is logged in as "user xenia". The left sidebar lists various services like Course Page, Announcements, Calendar, Course Mail, Digital Content, Workspaces, Forums, Chat, FAQ, Rating, Search, Assessment, Reservations, Presentation Room, Video Conference, and My Courses. The main content area displays a list of announcements:

- Hello**
Date: 09 November 2010
Ano: Xenia
This is a test announcement
- Material of the 1st lecture uploaded**
Date: 08 November 2010
Ano: Xenia Arapi
The material of the 1st lecture has been uploaded in the Digital Content area. You can also find it here:
- Welcome to this course**
Date: 08 November 2010
Ano: Xenia Arapi
Hi all! I would like to welcome you to this course!

Figure 2.17 List of announcements

2.8.2 Course Calendar

The course calendar presents the events related to the teaching of the course and are updated during the semester. The events, depending on the progress of the course, are created by the instructor or the lab staff and are presented to the registered learners sorted by month.

The screenshot shows the CerORGANIC interface for a course titled "Organic Standards (OM2)". The top navigation bar includes links for START, PROGRAMS, COURSES, INFORMATION, STATISTICS, and CONTACT. The user is logged in as "user xenia". The left sidebar lists various services like Course Page, Announcements, Calendar, Course Mail, Digital Content, Workspaces, Forums, Chat, FAQ, Rating, Search, Assessment, Reservations, Presentation Room, Video Conference, and My Courses. The main content area displays a detailed course calendar:

Date	Subject	Description / Notes	Duration
27 October 2010, hour:09:00	1st Lecture	1st Lecture - Download the ppt slides from here:	02:00
01 November 2010, hour:09:00	2nd Lecture	Introduction to Organic Standards	02:00

On the right side, there is a calendar view for the year 2010, with months listed from January to December. The current month, October, is highlighted. A "View all" link is also present.

Figure 2.18 Events listed in the calendar

2.8.3 Mail Service

Your course administrator have the opportunity to use the mail service and send messages to inform you directly about various topics related with the course. Through your personal profile, you can choose if you want to receive those messages or not. In each case, and to better inform the learners, the history of sent messages to the mailing list of the course is presented on the course's pages.

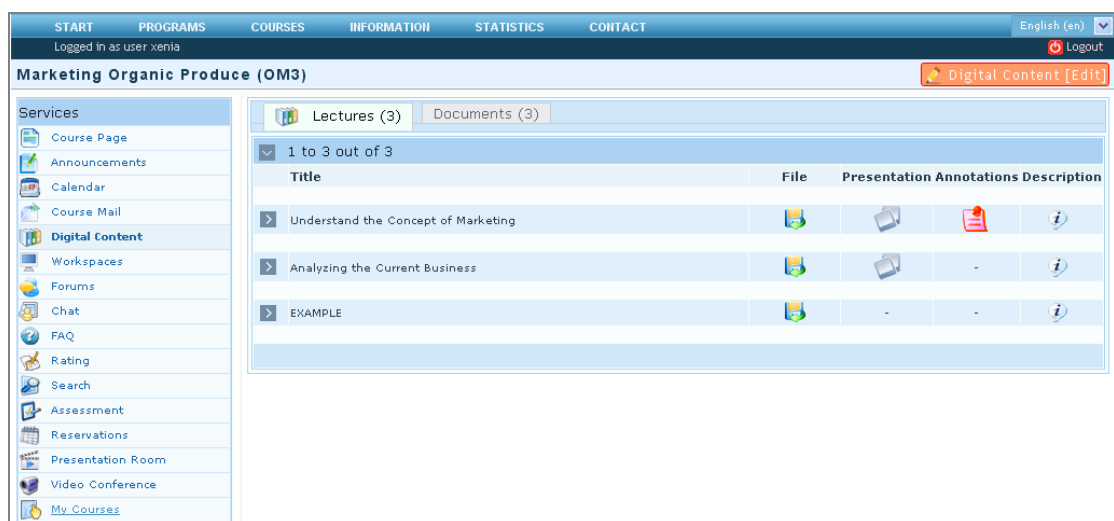


Title	Date
Material of the 1st lecture uploaded	2010-11-08 19:39:52.0

Figure 2.19 Sent messages via Course Mailing List

2.8.4 Digital Content

The platform offers different Categories of Digital Content to sit your learning needs: Lectures, Notes, Useful Documents, Links etc.



Title	File	Presentation	Annotations	Description
Understand the Concept of Marketing				
Analyzing the Current Business			-	
EXAMPLE		-	-	

Figure 2.20 Lecture PPT

2.8.5 Annotations

This service allows you to navigate in the course lectures or notes, which have been previously processed and presented on the system and leave comments or notes at several points on the presentation (Figure 2.21).

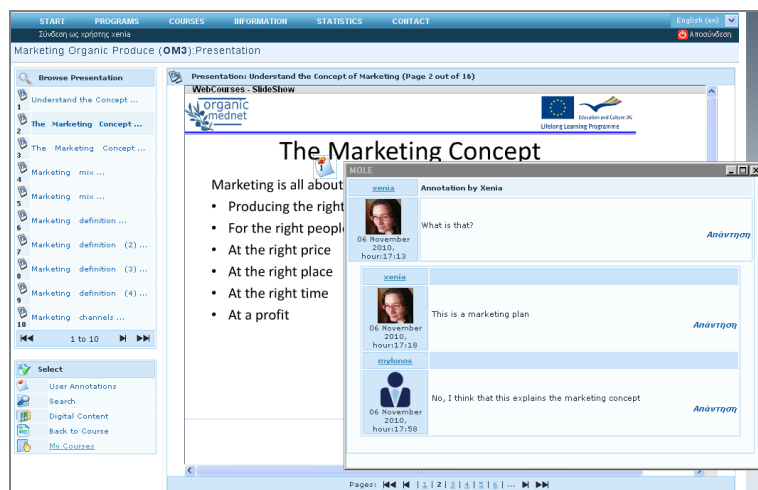


Figure 2.21 Document annotations

Your comments can be seen by other users and the instructor. It is also possible to create a comment or note in response to a previous comment of another user.

2.8.6 Workspaces

The Workspace service enables a set of tools to help the development of laboratory exercises, or the various tasks related to the course. Your course administrator will set the parameters of the electronic laboratory to allow you to work in groups with other users. The tutor will determine the number of individuals for each group and the deadlines.

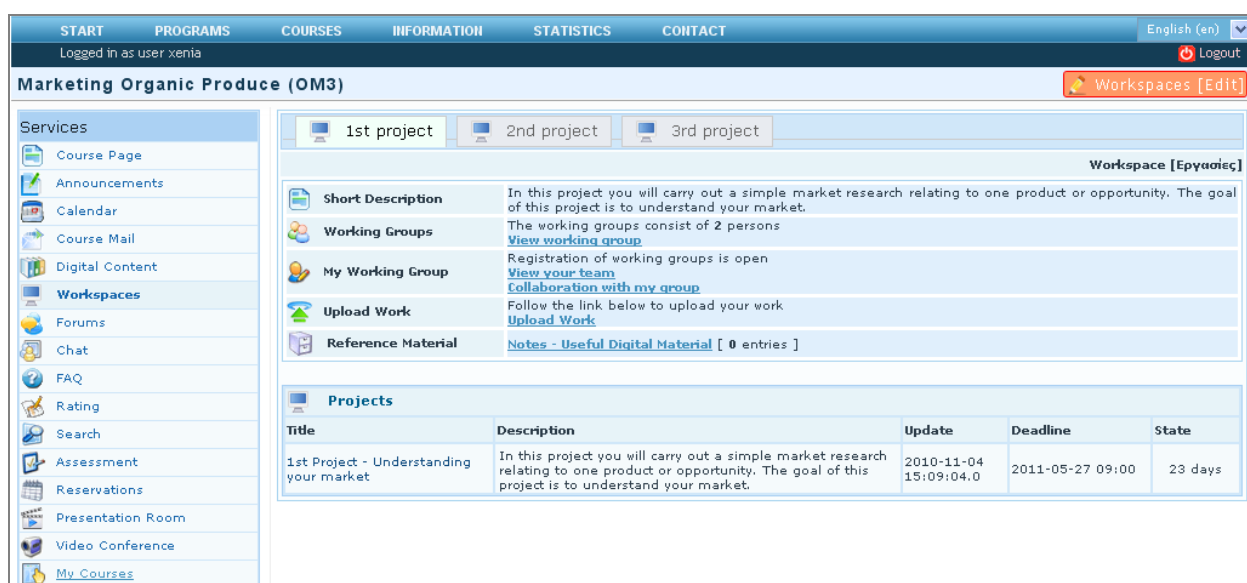


Figure 2.22 Workspaces

In the Workspace your group will be able to electronically send your work to the system before the submission deadline.

2.8.7 FAQ

The FAQ section includes a list of frequently asked questions with corresponding answers related to the teaching of the course or the lab projects. This is created by the Course administrator.



Figure 2.23 FAQ

2.8.8 Rating

An important service is that of management and presentation of your grades. For privacy reasons, you will only be able to see your personal grades in the system, after the course administrator makes them available.

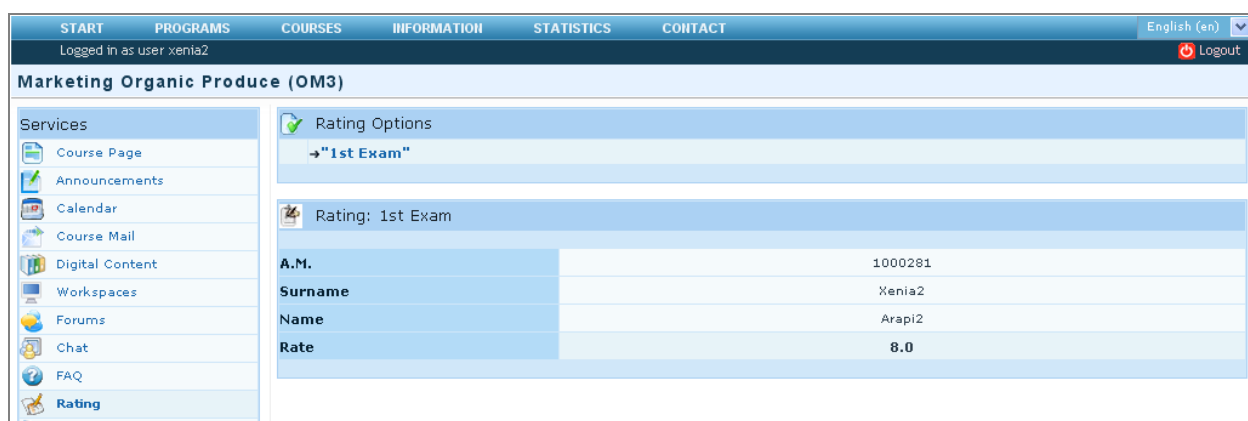


Figure 2.24 Rating

2.8.9 Assessment

In this section you can complete the assessment tests created by the tutors to monitor your progress. For each test you will be informed about its duration and period of availability. Tests

may contain different questions where you will be asked to either provide a short correct answer, longer explanations or choose the correct answer from a list of possible choices.

Figure 2.25 Assessment

2.8.10 Reservations

The platform provides the Reservations service for the time-scheduling and reservation of resources related with the course.

Figure 2.26 Reservation service – In this example Monday, 11:00 – 12:00 (K.2) has been reserved by the above two users

2.8.11 Presentation Room

The platform supports live broadcasting of a presentation given by an instructor using video and audio synchronized with presentation slides. You can also access presentations that are stored on the platform.

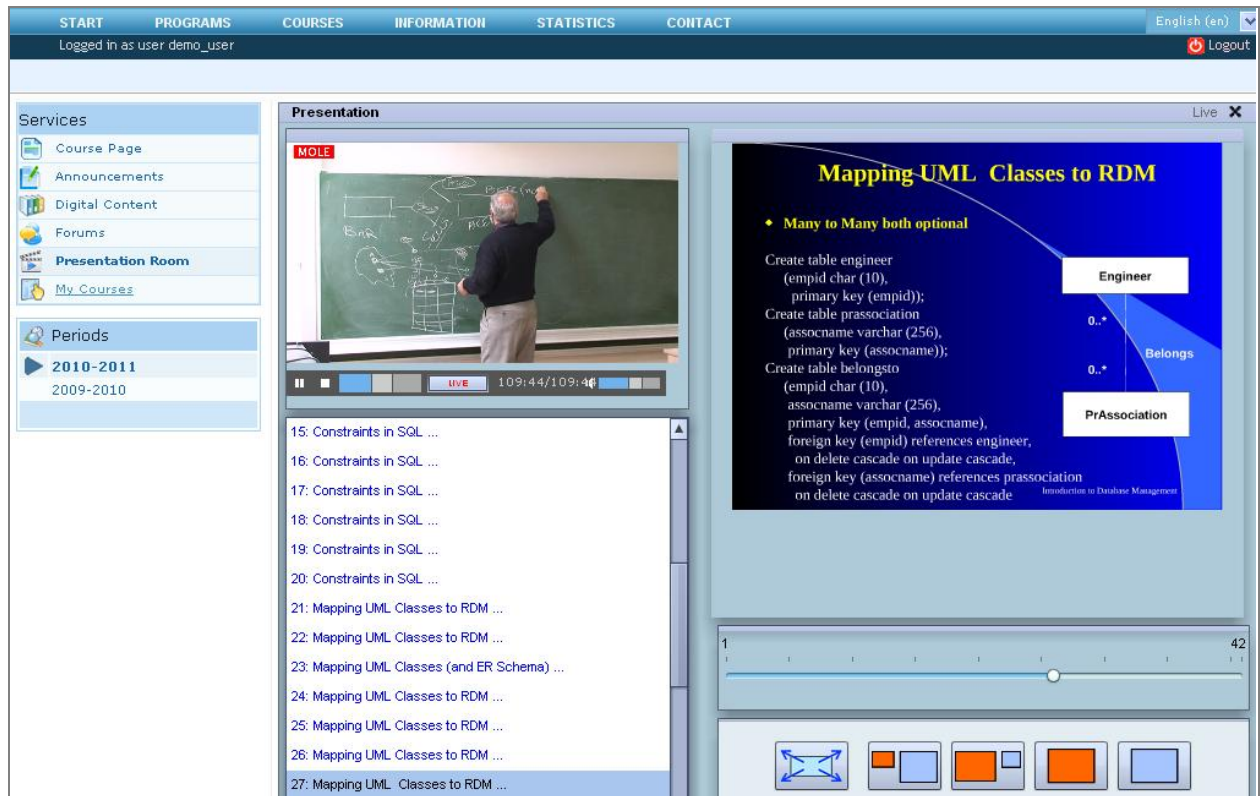


Figure 2.27 Presentation room

2.8.12 Video Conference

This service is used for the synchronous communication among users of the system using video, audio and text. This service makes possible for you to meet other learners in virtual space and communicate with video, picture and sound. The service also provides the opportunity for dynamic processing and uploading of presentation slides, where presentation is synchronized among the members of the conference call.

Any registered member in the course can create a video conference room to start collaborating with other users upon a specific topic. This room will be automatically removed after 30 minutes without participants.

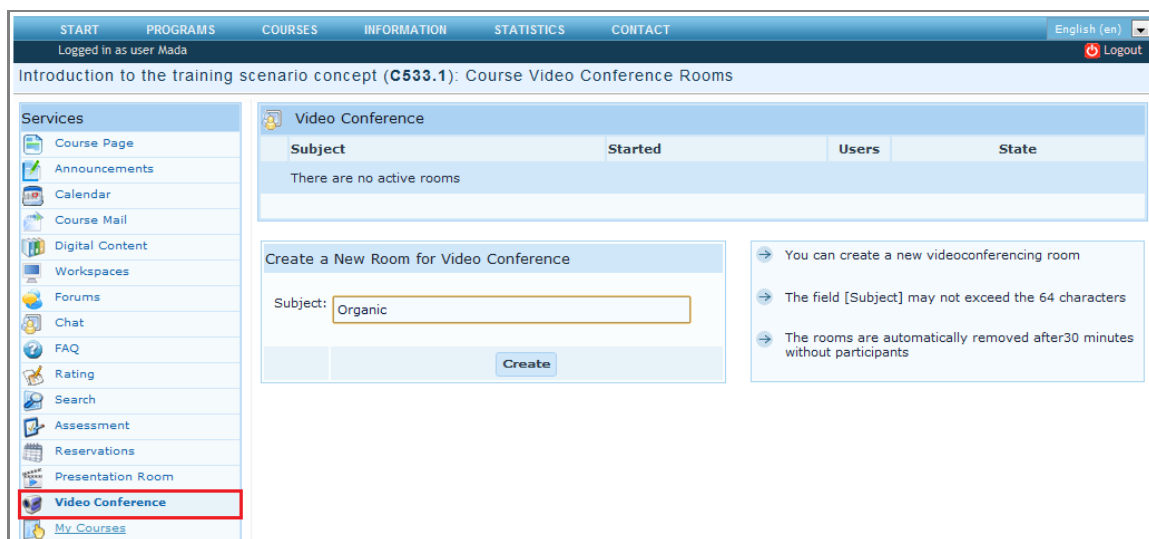


Figure 2.28 Create a video conference room

Once you have created the Conference room you can start communicating with other platform users.

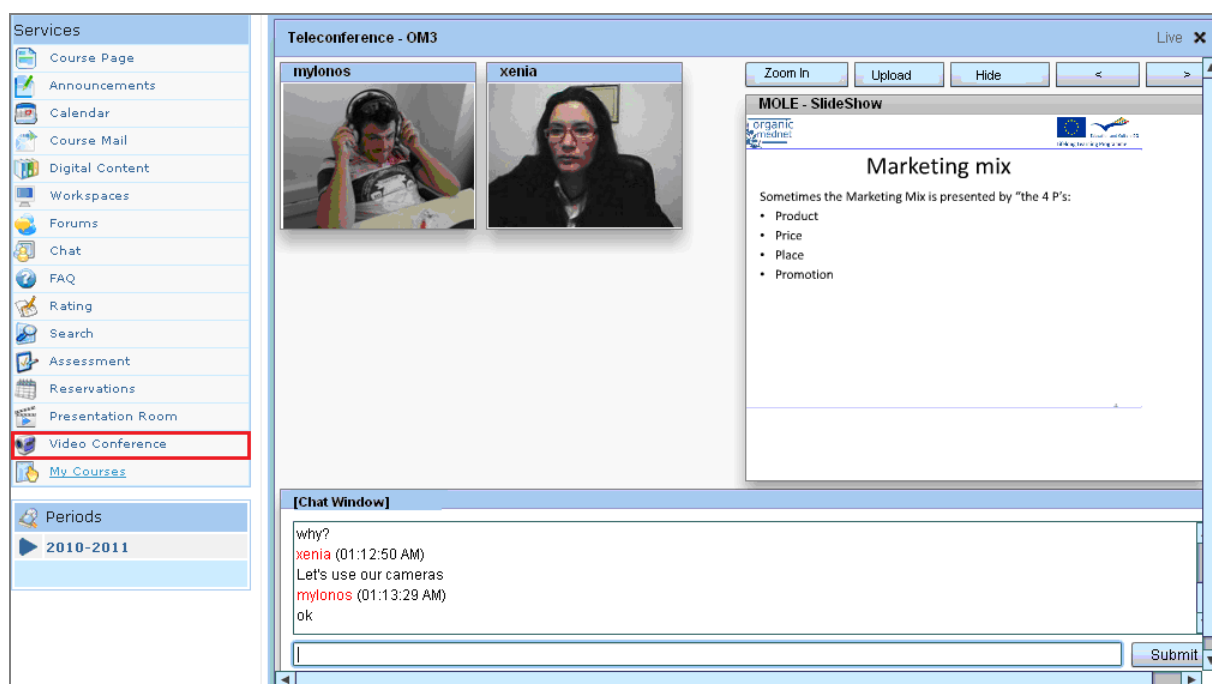


Figure 2.29 Video conference

2.8.13 Search

This service utilizes the processing and indexing that has been performed by the document processing engine and offers to you a content search tool based on keywords.

The service takes as an input the terms of the search and returns back a list with links to the educational course materials that meet the search criteria.

[START](#)
[PROGRAMS](#)
[COURSES](#)
[INFORMATION](#)
[STATISTICS](#)
[CONTACT](#)

English (en)
Logout

Logged in as user xenia

Marketing Organic Produce (OM3)

Services

[Course Page](#)
[Announcements](#)
[Calendar](#)
[Course Mail](#)
[Digital Content](#)
[Workspaces](#)
[Forums](#)
[Chat](#)
[FAQ](#)
[Rating](#)
[Search](#)
[Assessment](#)
[Reservations](#)
[Presentation Room](#)
[Video Conference](#)
[My Courses](#)

[Periods](#)

Search Course

Keywords:
Search

Category	Results
Announcements	0
Course Mail	1
FAQ	0
Forums	0
Digital Content	3

Search Results (1 to 3 out of 3)

	Title	Results	File	Category
1	Understand the Concept of Marketing	16		Lectures
2	Marketing Plan	2		
3	Analyzing the Current Business	2		Lectures

Figure 2.30 Search course

3 Useful links

MOLE central installation: <http://www.moleportal.eu/>

CerOrganic MOLE platform: <http://cerorganic.moleportal.eu/>

CerOrganic project website: <http://www.cerorganic.eu/>